

Advanced Search Help and FAQ

Why register for the advanced case search?

The docket information that is available at no charge includes basic case information such as case titles and filings, names of parties and lawyers, criminal charges, case disposition entries, child support payments, fine and fees owed, fine and fee payments, is available free of charge. For a \$25 monthly registration fee you may access the advanced case search and schedule search. This enables you to access additional case information, including case schedules, judgment index, lien index, exhibit lists, bonds, and service returns.

How to Register

To register for access to additional information, click "Online Docket Record Search." Once you reach the search page on your screen, scroll down to the bottom of the page and click on the "Register" button. This will link you to the registration page.

User ID and Password

You need to enter a user identification (User ID) and password to log onto this service. Your user ID and your password must each contain 8 characters or less with no spaces in between each character; it may contain upper-case characters, lower-case characters, and numbers.

Form of Payment: Credit Card

To register or subscribe, you must use a credit card. We do not accept other forms of payment. We do not keep credit card information. When entering your credit card number on the registration form, do not use spaces or dashes. You must enter the address where the credit card company sends your credit card bill (for example, your office or home address).

How to register multiple users

A firm, group, or business may purchase a single registration and share a password. Use of your password is not limited to a particular computer. If you share a password among a group, only one user at a time may log on and access the system.

If you want multiple logins at once from one location you may purchase multiple logins for your firm, business, or group. You may use one credit card to purchase multiple logins. The name on the credit card does not need to match the e-mail address. The e-mail address is used to make future contact, if necessary.

Registration/subscription renewals

Subscriptions do not renew automatically, but you may subscribe for a number of months at a time. If you attempt to logon after your subscription has expired, you will be taken to a "Subscription Renewal" page where you can reestablish your subscription.

Help Desk/Forgotten Passwords

Users who forget their password should call the ITE Help Desk at **515-281-5703**. You will be asked your "key question" for which you must provide your "key answer" to help verify your

identity. A valid email address is required in the event you forget your password and are unable to remember your Key Question/Key Answer combination.

Why does the state charge a fee for public records?

We are able to provide most of our information at no charge. The fee for the advanced case search helps the state defray some of the cost of providing the convenience of online access to court records. The \$25 monthly registration fee was authorized by the Iowa Access Council that oversees the provision of electronic government services.

May I have free copies of the records in my court case?

State law allows the courts to charge a fee for copies of public records.

If you are a party to a lawsuit, your lawyer should have copies of documents contained in your court file, including petitions, answers, motions, and orders. Check with your attorney.

I paid a private Internet company to have access to the records on this site. Why must I pay the state to use the advanced search?

The Iowa Judicial Branch has no agreement with any business or person that purports to sell access to this site. Any payment you make to a private company or person to access this site has no bearing on our access policies and charges. To access the advanced search you must pay the \$25 monthly registration fee.